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DTR-1460

DD/S 68-3792

25 JUL 1968

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MEMORANDUM FOR: Deputy Director for Support

ATTENTION :

SUBJECT : Career Management in the Office  
of TrainingREFERENCE : Memo for Directors of Subordinate  
Offices of the Support Directorate  
frm SA/DDS, dtd 18 Jul 68, same  
Subject

The information presented in the following paragraphs is submitted in response to the 14 questions on career management contained in the attachment to the referent memorandum. Answers are keyed to the subject headings and order in which the questions are outlined in your memorandum.

CAREER BOARD/PANEL1. Career Board and Career Panel Compositiona. Career Service Board

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<u>Name</u>	<u>Grade</u>	<u>Service Designation</u>
<div style="border: 1px solid black; width: 330px; height: 140px;"></div>	GS-16	ST
	GS-16	S
	GS-16	ST
	GS-15	ST
	GS-15	ST
	GS-15	ST
	GS-12	SP

MORI/CDF Pages 9, 10, 12, &amp; 13

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GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification

**CONFIDENTIAL**b. Career Service Panel

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<u>Name</u>	<u>Grade</u>	<u>Service Designation</u>
<div style="border: 1px solid black; width: 350px; height: 120px;"></div>	GS-14	ST
	GS-12	ST
	GS-14	ST
	GS-13	ST
	GS-12	ST
	GS-09	ST

2. The Training Career Board normally meets once per month. Currently, the Board is convening twice monthly to accelerate career planning for selected career officers in grades GS-12 through GS-14, inclusive. The Career Service Panel meets once per month.

3. Please see Attachment A, paragraph 3, for responsibilities of the Training Career Board. Attachment B, paragraph 3, outlines the functions of the Career Service Panel.

4. The Training Career Board and the Career Service Panel serve in an advisory capacity to the Director of Training. Minutes of all Board and Panel meetings are presented to the DTR for his review and approval.

CAREER PLANNING

1. Career planning in OTR is essentially formal and, with some exceptions, it is being completed for all ST personnel as conditioned by individual circumstances. The Training Career Board is the primary element responsible for the development of individual career plans on professional personnel. In nearly all cases the Board solicits the views of both the individual and his supervisor in developing realistic and workable plans. Presently, all OTR School and Staff Chiefs are requesting subordinates at all grade levels to prepare a brief narrative report on career interests, career objectives, assignment preferences (including overseas interest), and training requests which will be used in the subsequent preparation of an approved plan. Additionally, members of the Personnel Branch interview staff personnel to obtain further information on the career outlook of each employee. Individual, written career plans have been prepared on all 16 Training Midcareer Officers. Eventually, career plans will be developed for the majority of the

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Training careerists in grades 12, 13, and 14. Currently, assignment and training proposals are being prepared on the executive cadre and other key OTR personnel, predominantly selected GS-14 and GS-15 officers and supergrade personnel. Due to the ever-present problem of attrition, clerical and secretarial employees and certain other specialized personnel in grades GS-03 to GS-09 are continually evaluated for assignment to positions of greater responsibility and grade advancement.

2. All present and former Midcareer Officers have discussed career plans with a representative of the Career Service. Each officer has also received a copy of his approved plan. Additionally, all personnel departing for overseas tours, and all PCS returnees and officers home on leave from overseas assignments are interviewed by the Director of Training or the Deputy Director of Training specifically for the purpose of discussing future assignments and training.

3. As noted in the preceding paragraph, career plans have been prepared on all OTR Midcareer Officers. Additionally, as required by the CIA Training Selection Board, individual career plans have been developed on all OTR officers nominated for attendance at any of the eight Senior Officer Schools or for other extended periods of external training. Per paragraph 2 under the above section on CAREER BOARD/PANEL, the Training Career Board is currently concentrating on developing career plans for officers at the GS-12-GS-14 levels. Planning will also be done on selected individuals in the GS-09, 11, and 15 categories.

4. OTR personnel serving at overseas locations are notified of their next assignment by appropriate dispatch or teletape approximately six months prior to the end of tour. Senior-level headquarters personnel are informed of new assignments by the Director of Training or the Deputy Director of Training. More junior employees, grades GS-03-GS-09, are usually informed of proposed assignments through the joint effort of the OTR Personnel Officer and the individual's supervisor. Without exception, every "ST" careerist, regardless of grade, position, or location, is given the opportunity to express his assignment preferences personally, in writing, or both.

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**CONFIDENTIAL**CAREER MANAGEMENT1a. Promotion

Promotions to grade GS-09 and to other grades through GS-15 are made on a competitive basis. The number of promotions made at these levels is controlled by the Career Service Grade Authorization (CSGA). Annual competitive evaluation and ranking of candidates is normally scheduled as follows:

GS-03 - GS-08	May be submitted anytime
GS-09 - GS-11	January
GS-12 - GS-13	April
GS-14 -	July

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Promotion reviews and competitive evaluations and rankings on ST careerists in grades GS-03 through GS-10, inclusive, are the responsibility of the Training Career Service Board. All OTR School and Staff Chiefs  are invited to submit written recommendations on candidates in advance of Career Board meetings, but absence of a written recommendation does not exclude any individual from consideration and promotion, if otherwise merited. Board members rank candidates by individual secret ballot. Final rankings are presented to the Director of Training in writing for selection of personnel to be promoted.

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1b. External Training

Each external training announcement and any descriptive literature available on the facility is distributed by the OTR Training Officer to all School and Staff Chiefs  together with the invitation to submit nominations. Additionally, the Director of Training and the Deputy Director of Training are also provided with the same information plus a complete list of all eligible OTR officers. The Career Management Officer advises the DTR of any pertinent training recommendations proposed in career plans, Field Reassignment Questionnaires, Fitness Reports, or other special considerations bearing on the problem. Final selection of candidates nominated to the DDS Training Officer are made by the DTR and DDTR.

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**CONFIDENTIAL**1c. Internal Training

Midcareer officers are nominated to the DDS Training Officer by the Director of Training. Midcareer plans on each officer have been previously approved by the DTR, and enrollment in the Midcareer Executive Development Course is an integral part of each Career Plan. Midcareer officers are selected by the Training Career Board, subject to final approval by the DTR. Supervisors routinely recommend subordinates for short, elementary, or other basic types of internal training. Usually, only the concurrence of the Career Management Officer is necessary. Problem cases or requests for extended internal training are referred to the DDTR and the DTR. Frequently, the DTR will propose specific internal training for an individual. Like external training, internal training proposals are also generated in the development of individual career plans.

2. Yes. The Director of Training encourages the assignment of well-qualified officers to OTR on a rotational basis usually for a minimum period of two years or maximum of three years. Candidates should have consistent Overall ratings of STRONG on Fitness Reports plus good personal qualifications. Overseas experience is very desirable. In some types of instructor positions it is indispensable. Presently, there are 42 officers assigned to OTR representing the other six Offices of the Support Directorate and including six from the Support Career Service itself.

3. Currently, only one ST-designated position exists outside of the central office of OTR. The candidate for the position, a GS-14 slot in DDI/NPIC, is selected by the Training Career Board, subject to final approval by the Director of Training and an appropriate official of the receiving office. A GS-13 Midcareer Officer is the present incumbent of this position.

4. Promising employees or "comers" are identified through formal and informal methods. School and staff chiefs routinely inform the Director of Training concerning unusual performance and potential observed in any subordinate. Additionally, the DTR and the OTR personnel officers review all incoming cables, dispatches, fitness reports, field reassignment questionnaires, and any other form of communication or evaluation prepared on an ST career officer. The Training Career Board is then instructed to prepare a career plan on the individual.

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Predominantly, GS-13 is the grade level in which the "comers" are identified since OTR acquires very few junior officers due to the substantial experience factor prerequisite for assignment to a teaching position. Presently, however, there are possibly two "comers" at GS-12 level, one at the GS-09 level, two or three in the GS-14 category, and two or three in the GS-15 bracket.

5. Promising employees are managed through direct, continuous, and close monitoring of all training and assignments by the Director of Training, the Training Career Board, and the OTR Personnel Officers. These high-potential employees are usually present or former Midcareer Officers and therefore detailed planning has been carried out in each case. Appropriate internal and external training and assignments for those officers is aggressively pursued. For example, one of these officers was recently accepted for the Fellowship in Congressional Operations--a responsible apprenticeship to a congressman or congressional committee lasting for approximately one year.

#### STATISTICS--FISCAL YEAR 1968

##### 1a. Conversions to Other Career Services

<u>Number</u>	<u>Career Service</u>
1	DDI/OSR
<del>1</del>	DDS/OL
1	DDS&T/OSA
TOTAL: 32	

##### 1b. Conversions to Training Career Service

<u>Number</u>	<u>Career Service</u>
1	DDI/NPIC
1	DDP
1	DDP
<del>1</del>	Career Trainee
TOTAL: 43	

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1c. ST Careerists Rotated to Other Career Services

<u>Number</u>	<u>Career Service</u>
2	DDS
1	DDI
8	DDP
0	DDS&T
<u>0</u>	Other
TOTAL: 11	



John Richardson  
Director of Training

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Attachments:  
As stated

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TAB



## OFFICE OF TRAINING

NOTICE  
No. 11-68

27 June 1968

25X1 SUBJECT : Appointments to the Office of Training  
Career Service Board

REFERENCE: 

1. Effective 1 July 1968 the following officers are appointed members of the Training (ST) Career Service Board:



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25X1 2. Mr.  Personnel Branch, will serve as Secretary to the Board.

3. In the interest of immediate planning for the rotation and reassignment of ST Careerists in grades GS-12 through GS-14 who are scheduled for return from assignments with other components during the next year, or who will have been in their current assignment with OTR at least three years on 30 June 1969, the Board will meet on a biweekly schedule as determined by the Chairman until such planning has been completed. Subsequently, the Board will meet monthly and will be responsible for:

a. The competitive evaluation and ranking for promotion of officers of the ST Career Service in grades GS-11 through GS-14. This normally will be accomplished during the month

of January for personnel in grade GS-11, in April for personnel in grades GS-12 and GS-13, and in July for GS-14's. Recommendations will be submitted to the Director of Training for appropriate action.

b. The review of Field Re-assignment Questionnaires and career plans submitted by officers in grades GS-12 through GS-14, and the formulation of recommendations to the DTR for their utilization and development, to include training, rotation, and advancement to key positions

c. The review of recommendations for Quality Step increases for personnel in grade GS-11 and above.



John Richardson  
Director of Training

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Distribution:

OTR - Key IC  
(School, Staff, Branch Chiefs  
and all Instructors)

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C O N F I D E N T I A L

OTR NOTICE

No. 12-68

11 July 1968

25X1

SUBJECT : Appointments to the Office of Training Career Service Panel

REFERENCE:

1. Effective 15 July 1968 the OTR Promotion Panel will be redesignated as the Training (ST) Career Service Panel. The following officers are appointed members of the Panel:

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2. Miss  Personnel Branch, will serve as Secretary to the Panel.

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3. The Panel will meet monthly and will be responsible for:

a. The monthly review of promotion recommendations for members of the Training Career Service in grades GS-03 through GS-08.

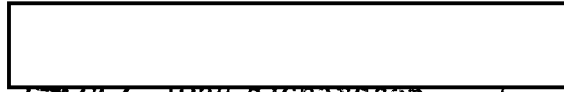
b. The competitive evaluation and ranking for promotion of ST careerists in grades GS-09 and GS-10. This normally will be accomplished during the month of January. Rankings will be submitted to the Director of Training for appropriate action.

c. The review of recommendations for Quality Step Increases for personnel in grades GS-03 through GS-10.

d. The review of Field Reassignment Questionnaires and career plans submitted by personnel in grades GS-03 through GS-10 and the formulation of recommendations to the DTR for their reassignment, training, and career development.

C O N F I D E N T I A L

4. All promotion recommendations should be addressed to the Chairman, Training Career Service Panel. Recommendations for QSI's should be addressed to the Director of Personnel with a concurrence line for the Director of Training.



DE: John Richardson  
Director of Training

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Distribution:

OTR-Key IC

(School, Staff, Branch Chiefs  
and all Instructors)

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